



COTHAM SCHOOL

Provider Access Policy

Version control

The table below shows the history of the document and the changes made at each version:

Version	Date	Summary of changes
1.0	October 2019	

Approved by Governors: November 2019

Policy Author: \$SPC

Next review date: October 2020

Reviewed by:

Cotham School and North Bristol Post-16 (NBP16) Centre welcomes requests from Businesses, Employers, Higher Education, Further Education, and Training Providers to meet with our students for the purposes of inspiring students to believe in themselves, to support students to achieve outstanding results, to realise their full potential and become successful members of society.

Provider Access Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school, for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Terms (1&2)	Spring Terms (3&4)	Summer Terms (5&6)
Year 7	- Introduction to Careers Team and schedule of activities.	- Employer talks and events for students, parents/carers - Market stall events giving overview of local, regional and national opportunities and skills requirements. - Meetings with careers professional(s) as appropriate.	- Enterprise Activities to build transferable skills and awareness of Labour - - Market information and opportunities to meet employers and employees to contextualise their learning.
Year 8	- Overview of Post-16 options for students and parents/carers to include: A levels, Applied General Qualifications (e.g. BTECs), technical/ vocational qualifications, apprenticeships,	- Employer event for students, parents/carers - Market stall event giving overview of local, regional and national opportunities and skills requirement - Meetings with careers professional(s) as appropriate	- Technical/ vocational tasters at local college/s and training providers - Meetings with careers professional(s) as appropriate.

	traineeships and supported internships		
Year 9	<ul style="list-style-type: none"> - Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs or Studio Schools and training providers - Meetings with careers professional(s) 	<ul style="list-style-type: none"> - Meetings with careers professional(s) - KS4 options event 	<ul style="list-style-type: none"> - Technical/ vocational tasters at local college/s and training providers - Meetings with careers professional(s)
Year 10	<ul style="list-style-type: none"> - Life Skills – work experience preparation sessions - Meetings with Work Experience (WEX) Coordinator - Personal Guidance meetings with careers professional(s) 	<ul style="list-style-type: none"> - Technical/ vocational tasters at local college/s and training providers - Personal Guidance meetings with careers professional(s) 	<ul style="list-style-type: none"> - Life Skills – assembly and tutor group opportunities - Personal Guidance meetings with careers professional(s)
Year 11	<ul style="list-style-type: none"> - Post-16 providers Open Evenings schedules distributed - Students encouraged to visit local Further Education and Sixth Form colleges, other schools, UTCs, Studio Schools and other training providers regarding A level, Applied General, technical/ vocational qualifications and apprenticeships - Personal Guidance meetings with Careers Professional(s) - Support with Post-16 applications 	<ul style="list-style-type: none"> - Post-16 Personal Guidance meetings. - Intended destinations towards September Guaranteed offer monitored and tracked. 	<ul style="list-style-type: none"> - Confirmation of Post-16 education destinations for all pupils.
Year 12	<ul style="list-style-type: none"> - Higher Education (HE) Fair for a variety of HE providers including local Further Education colleges - Post-18 assembly – higher and degree apprenticeships 	<ul style="list-style-type: none"> - Small group sessions: future education, training and employment options - Personal Guidance meetings with careers professional(s) 	<ul style="list-style-type: none"> - Small group sessions: future education, training and employment options - Personal Guidance meetings with careers professional(s)
Year 13	<ul style="list-style-type: none"> - Workshops – HE and higher apprenticeship applications 	<ul style="list-style-type: none"> - Personal Guidance meetings with careers professional(s) 	<ul style="list-style-type: none"> - Confirmation of Post-18 education destinations for all students

Procedure for Management of Provider Access Requests

A provider wishing to request access should contact: Suzanne Paice, Careers Leader/ Careers Adviser, via:

- Telephone: [0117 9198000];
- Email: [careers@cotham.bristol.sch.uk] to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. For Safeguarding purposes all visitors are requested to complete the necessary "visitor self declaration form(s)" and show a form of ID upon arrival at the school, as directed by the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the attention of the Careers Leader and Librarians as the library is available to students at break and lunch times, and after school, every day.